

APPENDIX I

TYPE (YEAR , MONTH, AND DAY) FOR HAND STAMPS AND CANCELLING MACHINES

The requisitioning period for year type for hand-cancelling stamps and canceling machines is published in the USPS bulletin during the month of September.

A PS Form 7380, Supply Center Requisition (see figure I-1), shall be submitted to Topeka MDC or Somerville MDC. This requisition shall list year type only. A self-addressed penalty label (USPS) shall be stapled to the requisition.

The model number of the machine shall be checked to ensure the proper year type is being requisitioned. Use figure I-2 as your guide to ensure that the correct type is ordered.

Replacement month and date type shall be requested by letter to the serving JMPA. Specify only the individual month or date type required, and provide the make and model number of the canceling machine. Complete sets may not be requested, unless required for an additional canceling machine scheduled to be placed into service. Requests for complete sets shall be approved by the responsible commander.

Submit Original **Only**

I-2

